

## WEBS enhancement to go live April 28, 2021

### Apparent Successful Bidder(s) Vendor Notification

This enhancement includes an Apparent Successful Bidder (ASB) notification process for agency customers, in our bid notification system. RCW 39.26.160(7) requires, “The procuring agency must enter into the state's enterprise vendor registration and bid notification system the name of each bidder and an indication as to the successful bidder.” This enhancement will allow compliance with this part of the competitive procurement code. In addition, the inclusion of Apparent Successful Bidder in WEBS develops it further as the system of record, allowing staff to track notices of ASB and award in WEBS in compliance with the law.

Additionally, per Enterprise Services [Complaints and Protests](#) Policy refresh (effective April 26, 2021), all competitive procurements must include an announcement of the ASB(s) using WEBS.

These enhancements are set to launch April 28 at 10:00AM. WEBS will be temporarily disabled during this time.

### WEBS Enhancement Demo

DES held a Zoom meeting to demo the WEBS enhancement on April 15<sup>th</sup>. If you missed it, below are some resources to aid you with the enhancements.

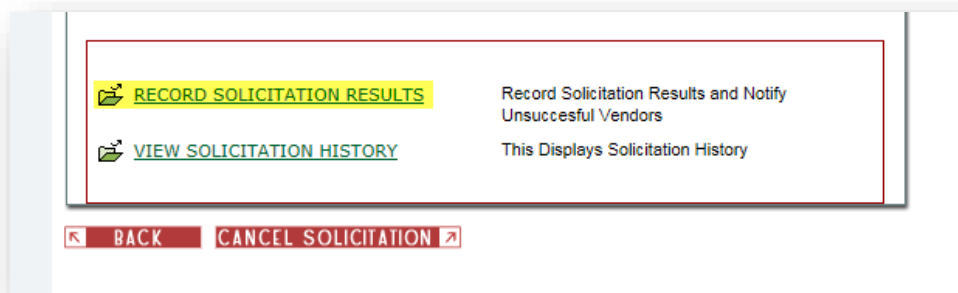
- ❖ Watch the demo recording [here](#)
- ❖ View the Frequently Asked Questions (FAQs) [here](#)
- ❖ View previous communications [here](#)
- ❖ Direct any other WEBS questions to WEBS Customer Service at:
  - (360) 902-7400, or [WEBSCustomerServices@des.wa.gov](mailto:WEBSCustomerServices@des.wa.gov)

### The Updated Process:

The updated process will be reflected in the WEBS User Guide, after the enhancement is launched. You can find the guide in WEBS when you log in, located under the “view user guides” tab. A draft of the updated ASB section from the user guide is outlined below:

This process happens after a list of the responded vendors has been saved.

1. Once the evaluation is completed, locate the solicitation and click on “Record Solicitation Results”.



2. Select the Apparent Successful Bidder (ASB).

# A B C D E F G H I J K L M N O P Q R S T U V W X Y Z - Normal View - Full List

Vendors	Requested	Responded	Responded Date			Apparent Successful Bidder	Awa
<a href="#">Design Elements Inc</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6	14	2019	<input type="checkbox"/>	
<a href="#">Environmental Informat...</a>	<input type="checkbox"/>	<input type="checkbox"/>	3	28	2021	<input type="checkbox"/>	
<a href="#">HexaCorp</a>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6	14	2019	<input type="checkbox"/>	

- a. You will have the option to alter comments, and send a notification to ASB, and apparent unsuccessful bidders. If you would like to include a link to an ASB document, use the “Choose File” button. You can also look up previous ASB notifications and which date they were sent if applicable/needed.

If you check the box to “notify apparent unsuccessful bidders”, vendors who were marked as “responded”, but not marked as “ASB”, will receive a notification in conjunction with the ASB receiving a notification. If this box is not checked, a notification will only be sent to the ASB (vendors marked as responded, and as marked “ASB”).

Any comments added in the comment boxes for ASB, will only go to ASB, and will not be included in the notification email to apparent unsuccessful bidders. Similarly, any comments added to the unsuccessful comment box, will only go to apparent unsuccessful bidders, and will not be included in the notification to the ASB.

**ASB Notification**

Notify Apparent Unsuccessful Bidders

Additional comments (will be included in notification email):

**ASB Document Name\***  
(50 character file name limit) → Upload ASB Document

**Additional Email Addresses\***  
(100 character file name limit)

Comments for unsuccessful bidders (will be included in unsuccessful notification email):

Choose File No file chosen  
No File Uploaded

Add Email Address No Emails Added

[Display Previous ASB Notifications](#)

- b. When notifying apparent unsuccessful bidders, the notification will automatically go to the email registered in WEBS, for those who have been marked as responded and who have not been selected as ASB.

Any additional emails added will be additional emails for the ASB notification (first comment box), not the apparent unsuccessful bidders notification email (second textbox).

Notify Apparent Unsuccessful Bidders

Additional comments (will be included in notification email):

ASB Document Name\* (50 character file name limit) **Upload ASB Document**

Additional Email Addresses\* (100 character file name limit)

Comments for unsuccessful bidders (will be included in unsuccessful notification email):

Choose File No file chosen

No File Uploaded

Add Email Address No Emails Added

The email address assigned to the person who posted the solicitation will automatically be copied on the notification emails.

- c. Make sure to save any changes by clicking “Save Changes” at the bottom.
- d. There will be a “Send ASB Notification” button at the bottom of the page. Once clicked, you will be able to see a preview of the notification prior to being sent. The notification is a standard template that cannot be altered, however, you can alter the comments section within the notification email.
- e. If additional ASBs are required, each notification will be stored in WEBS, and you can view any previous ASB notifications, and the date they were sent, by using a drop down menu.

**ASB Notifications**

Notify Apparent Unsuccessful Bidders **Notification 2 sent on 3/31/2021 1:29:38 PM**

Notification Sent on 03/31/2021 1:29 PM

Additional comments (will be included in notification email):

Test

ASB Document Name\* (50 character file name limit) **Upload ASB Document**

Additional Email Addresses\* (100 character file name limit)

No File Uploaded

**Email Address**  
katie.holder@des.wa.gov